

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The general meeting of the Bigfork County Water and Sewer District was held on February 10, 2016 at the District office.

ATTENDEES:

Directors: Gene Helberg, Bob Keenan and Randall Phelps

District Employees: Julie Spencer, Andy Loudermilk and Vickie Hemphill

Engineering: Jeff Cicon and Ryan Jones from Morrison Maierle

Other Attendees: Robert Millspaugh from Flathead Lake Brewery

READ AND APPROVE MINUTES:

President Keenan opened the meeting at 7:00 p.m. The minutes of the January Board Meeting were reviewed for approval. Phelps made a motion to approve, Helberg seconded and President Keenan called for discussion. The public meeting on February 9, 2016 was discussed briefly. Helberg had a question about the planning documents for the Eagle Bend lot; Keenan plans to review these documents. Keenan had a question about the PER docs the Board was encouraged to read; they are for both water and sewer. A vote was called and it was unanimously

RESOLVED, That the minutes for the January 2016 Board Meeting be approved as submitted.

AGENDA - ADDITIONS OR CHANGES

No changes

CONSENT AGENDA

The claim approval list included 3 additional checks: to USPS to mail the January bills; to Assurant for health insurance premiums; and to Northwest Fuel for pressure washer parts. President Keenan called for a motion to approve the items on the Consent Agenda. Phelps moved, Helberg seconded; there was no further discussion and it was unanimously

RESOLVED, That all items on the Consent Agenda for the February 2016 meeting be approved.

PUBLIC COMMENT

No public Comment

OLD BUSINESS

Engineering update – Jeff Cicon & Ryan Jones – Cicon introduced Ryan Jones, the Operations Manager of the Kalispell branch of Morrison Maierle, to the new Board members. Cicon will be unable to attend the March meeting and Jones will attend instead.

- *Water System PER Update* – The first public meeting was held February 9, 2016 at the District Office. It was advertised twice in the Daily Interlake, but there were no public attendees. There was discussion about other ways to advertise. The next meeting, originally scheduled in March, will have to be rescheduled for April 12, 2016. This will still allow time to complete the funding application due in early May. There was discussion about the point system used to award funds. Public support letters are one method, and Phelps expressed an interest in getting a letter or Power Point program from Cicon that he could distribute.
- *Eagle Bend North and South Lift Station Design* – Cicon recommends submersible pumps to minimize the enclosure size. Gorman Rupp pumps do not have a submersible pump large enough, and they recommended a Myers pump. The preliminary cost for a package lift station is \$86,400 on the North Lift Station and \$67,000 for the South Lift Station. Additional costs include site work, putting it out to bid, installing a backup generator, wet well liner, etc. Cicon estimates \$290,000 for Eagle Bend North which includes a 10% contingency and 10% allocation for bidding, construction administration, inspection, etc. The South Lift Station is estimated at \$220,000 because it does not include a backup generator. Cicon will be looking at other package lift stations and pricing at the MT Rural Water Conference. There was discussion about the issues with the current lift stations and the need to replace the five worn out grinder pumps that don't meet District standards. Andy added that the North Lift Station would be the priority of the two because its function is critical; but both need to be added to the budget for replacement at some point. Helberg added that these lift stations have been an issue for 10 years.
- *Sludge Alternative Analysis* – The analysis draft is complete and copies were made available to the Directors. Comments from Julie and Andy will be incorporated into the finished Analysis.
- *Flathead Lake Brewery Pretreatment*– A meeting was held with the brewery on February 9, 2016. They have been brewing for a few weeks and plan to shut down for repairs until April. They would like to restart their pretreatment plant and have their biology up and running by May and June. By mid-summer they should know how the pretreatment is performing and the District can issue a new permit at that time. Meanwhile, the District has been working with Robert to divert their untreated brewery waste to our equalization basin, which is necessary to prevent slug loading. The long term goal is for the waste to be equalized in their pretreatment before sending down the hill.

Robert Millspaugh addressed the Board and added that since getting the results from 48N Engineering, the conclusion is that it would be best to restart the pretreatment. He was not sure if ConTech has responded or whether they agree with that. In addition to planning for the restart of the system, Millspaugh is working on a backup plan in case it goes awry. He expressed that this sampling should have been done 3 years ago from the start. Now that they have the numbers that characterize their waste, it is a much better place to start from the bottom up to know what kind of treatment needs to be in place. It would also be helpful to know the numbers actually needed to discharge to the District's treatment facility. The "top down" approach that engineers used the first time was unsuccessful and he hopes to have more success in the future.

Cicon added that ConTech is still working through the matter with the manufacturer. They were asked what they plan to change since the unit failed last summer, and there has not been a clear answer yet. Worst case scenario, the District would have to take the waste just as they did last summer, but figure out a way to equalize it more to prevent upset. Jeff Ashley, senior engineer at Morrison-Maierle in Helena, also reviewed the numbers and agreed. Millspaugh added that this should have been the starting point from the beginning, start with equalization, side-stream out the high strength waste and worst case scenario put in an aerobic system to treat the low strength waste so it's acceptable to the treatment plant. He added that the waste coming to the plant will be quite different with the side-streaming process which takes out a major source of phosphorous

and BODs. Cicon added that even without pretreatment the treatment plant can treat this waste, but it will take up some capacity because of the strength, so there is a cost associated with that.

- *Harbor Village Development* –Mike Fraser contacted Cicon to inquire about a new development at Harbor Village. Any more development in that area will require more infrastructure as the west trunk of the sewer main has no remaining capacity. Fraser asked for the sewer modeling of District systems and will likely try to prove there is capacity, but the Montana DEQ has determined there is none. Mayport Harbor was the last project added to the District and it was difficult to prove to DEQ that there was enough capacity. After that project, the DEQ said no more major projects would be allowed until the capacity issue is addressed.

NEW BUSINESS

Board By-Laws Updated – In January, President Keenan requested two updates to the existing Board By-Laws. Those changes were made and Keenan called for a motion to approve. Helberg moved, Phelps seconded and it was unanimously

RESOLVED, That Article 22 and Article 21 be updated in the Board By-Laws and signed by the President, Vice-President and attested by the Secretary.

Farm Road Dust Abatement – Paul Abel contacted the District about sharing the cost of dust abatement on Farm Road in 2016. There was brief discussion about what product has been used for the past several years. Helberg made a motion to approve, Phelps seconded and it was unanimously

RESOLVED, That the District participate in Dust Control on Farm Road in 2016

COMMITTEE REPORTS

Annexation, Main Extensions & Construction *Helberg & Cahill*

- no committee meeting

District Investments *Price & Phelps*

- Flathead Bank – A banker will attend a future meeting to address the Repurchase Agreements.

Employee Insurance Compensation & Certification..... *Helberg & Keenan*

- Updated Employee Handbook Approval with Job Descriptions – Work in progress
- *Scott Tallis probation* – Scott completed 6 months with the District and Julie said she did decide to keep him, but gave him several recommendations for performance improvement.

Pretreatment Regulations *Cahill & Price*

- Flathead Lake Brewery – No committee meeting and was discussed in Engineering Report.

Rate Structure / Budget *Helberg & Phelps*

- *Re-Use Rates* – No action until Resolution #74 regarding the Pre-Treatment Rules is approved. This resolution is on the agenda for approval at this meeting.
- *Asset Replacement Values* – No action.

Rules & Regulations *Keenan & Price*

- *Re-Use Rules--Resolution #74* – The first reading of the Re-Use Rules was at the January meeting and the rules were amended regarding water temperature and quality. President Keenan

presented Resolution #74 for approval. Helberg made a motion to approve, Phelps seconded and it was unanimously

RESOLVED, That Resolution #74 – Re-Use Rules as amended be approved and signed by President Keenan.

- *District ownership of mains* – Discussion has been held about whether the District owns from the main to the meter pit, but Kalispell only owns the main and all parts of the service line are considered customer's ownership. Although the District rules also state that the entire service line from the main to the home is the District's property, the District replaces lines up to the meter pit to protect the integrity of the main and lines in the road easement. There was discussion about when a service line leaks in the street. It was explained that the water leaking is not metered, so the District usually assumes responsibility for repairing and makes sure it is repaired correctly. The rules could define that District responsibility is from the mains to the property line. The matter was tabled for the time being.

Farmland..... *Helberg, Loudermilk, Broston*

- Broston may come to the March meeting. He is selling grain and the District should receive a check shortly. He has not given an answer to the irrigation system.

COMMUNICATIONS

- No communications were included the January Board packet.

President Keenan called for a motion to adjourn the meeting. Helberg motioned, Phelps seconded and it was unanimously

RESOLVED that the public meeting be adjourned at 7:40 p.m.

Secretary, Vickie D. Hemphill

President, Robert Keenan